HQ ACCOUNT MANAGEMENT

Individuals shall be granted access only to those automated information systems necessary for the performance of their official duties.

Individuals not assigned to NASA Headquarters or to a NASA Headquarters support contractor shall be sponsored by a member of the NASA Headquarters staff (a government civil servant) prior to being approved for account access. Individuals included in this category could be NASA personnel assigned to other centers, personnel assigned to other government agencies, or non-government personnel.

All new systems and applications shall be coordinated with the HQ Information Technology Security (ITS) Manager, Information Resources Management Division, early in their system or application development processes to ensure that access control requirements are planned and that controls are operating for developmental or operational systems or applications.

Access to. all NASA HQ automated information systems shall be controlled by the single process described in this document. Access to accounts shall be granted based on an approved NHQ Form 224, NASA *Headquarters Account Access Request.*

Access to accounts shall be disabled promptly upon the departure of a user, or when a user's duties change and access is no longer authorized. Disabled accounts shall be terminated after the administrator of the account determines that the account can be terminated without impact - this period shall not exceed fifteen working days.

Where technically possible, account termination controls for accounts on the Amdahl, VAX, and all HQ Servers shall be set to flag administrators automatically. Whether manually or automatically implemented, the following controls shall be established:

For the Amdahl and the VAX:
- All accounts not used in a 120-day period shall be disabled.
- Accounts for NASA HQ contractors shall terminate on the expiration date of their contract.
- Accounts for all non-HQ users (NASA personnel at other NASA Centers, Contractors at other NASA Centers, other Government, or non-Government personnel) shall be granted for a period of only one year. These non-HQ users may resubmit a new NHQ Form 224 to reestablish access.

For the LAN servers:
- All accounts not used in a 60-day period shall be disabled.
- Accounts for NASA HQ contractors shall terminate on the expiration date of their contract.
- Accounts to LAN servers shall only be granted for non-HQ users (NASA personnel at other NASA Centers, Contractors at other NASA Centers, other Government, or non-Government personnel) under exceptional circumstances.

Requests to establish such accounts shall be addressed to the NASA HQ ITS Manager for approval. If established, these accounts shall be approved for a six-month period. These non-HQ users may resubmit a new NHQ Form 224 to reestablish access.

For the UNIX servers:
- *Accounts to UNIX servers* not used in a 30-day period shall be disabled.
- *Accounts to* UNIX servers shall only be granted for non-HQ users (NASA personnel at other NASA Centers, Contractors at other NASA Centers, other Government, or non-Government personnel) under exceptional circumstances. Requests to establish such accounts shall be addressed to the NASA HQ ITS Manager for approval. If established, these accounts shall be approved for a six-month period. These non-HQ users may resubmit a new NHQ Form 224 to reestablish access.
- *Accounts for applications running on UNIX servers* not used in a 60-day period shall be disabled.
- *Accounts for non-HQ users for applications running on UNIX servers* shall be granted for a period of only one year. These non-HQ users may resubmit a new NHQ Form 224 to reestablish access.
- Accounts for NASA HQ contractors shall terminate on the expiration date of their contract.

4. **WAIVERS**

If these policies and procedures cannot be accommodated due to special operational circumstances or contingencies, a waiver is required. Waiver requests shall be submitted in writing; memorandum or E-mail are acceptable. Requests shall be submitted by the individual requesting the waiver to the HQ ITS Manager for approval.